

### Commercial Structure Checklist

All submittal materials listed below must be submitted electronically in .pdf or format.

\_\_\_\_\_ Routing Sheet from Regional Building Department

\_\_\_\_\_ Approved, stamped Job Site Plans (as issued by the Pueblo Regional Building Department in .pdf format)

*This requirement is for all commercial projects except for interior remodels only. These plans must be the plans stamped by Pueblo Regional Building Department. Any others will not be accepted.*

\_\_\_\_\_ [Site Plan Drawing](#) that includes (at a minimum) the following:

\_\_\_\_\_ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size - Aerial/Google maps will not be accepted

\_\_\_\_\_ Property Owner's Name

\_\_\_\_\_ Address and Legal Description of the Property

\_\_\_\_\_ Current Zone District

\_\_\_\_\_ Assessor's Parcel Number(s)

\_\_\_\_\_ Dimensions and Lot Area of Parcel (as reflected in the original subdivision plat, if applicable)

\_\_\_\_\_ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)

\_\_\_\_\_ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances\* from Structure(s) to Front, Sides, & Rear Property Lines

\_\_\_\_\_ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** with Four (4) Distances\* from Structure(s) to Front, Sides, & Rear Property Lines and Distance to/Separation between Other Existing Structure(s) &/or Proposed Structure(s)

*(\*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).*

\_\_\_\_\_ Location, Type and Height of Existing and Proposed Fences

\_\_\_\_\_ Road/Street Name(s) Adjacent to Property